



Committee: Public Events and Celebrations
Date: Monday, September 28, 2015
Time: 7:00 PM
Location: Tewksbury Police Department

Minutes were approved by the committee on 10/13/15

Members & Staff present: Cheryl Gay (Chairperson), Moira Gray, Elaine Krauss (Clerk), David Gay, MaryJo Melloni, Erin Kniff (Vice Chairperson), Julie Bonavita, Teresa Nugent and Denise Frost

Members not present: Susan Boucher

The meeting was called to order at 7:00 PM

Welcoming of new committee members: Julie Bonavita, Teresa Nugent and Denis Frost

1. Approval of Minutes

- Meeting minutes from 9-08-15 were approved by committee

2. Fall Harvest Festival

a. Lessons learned

- Advertise lip-sync contest on local television
- Advertise early May/June
- move the date of the event next year to maybe September 18th or 25th (Cheryl will email Mr. Montouri)
- Parking went amazing no complaints
- Detail officer had suggestions: Tewksbury Town Table. Committee will ask him to join a meeting to share his ideas/thoughts
- Suggestion for Fire Department involvement (relay)
- Will use DPW signs, Town Center; increase overall advertising
- Vendors will be required to have quiet generators
- Food vendors need to be together
- Student volunteers (designate where to work)
- Cookie and apple pie contest needs to be advertised more and needs more clarification
- Schedule (poster boards) posted throughout
- More banners and signs
- Increase vendors fees from \$50 (early bird), \$60 after Aug., \$35 Farmers Market; will discuss how much of an increase at a later date.
- Have all food vendors give a percentage back to the town to cover fees

- Eliminate North Shore Acapella and increase arts and crafts

3. Holiday Celebration & Christmas Tree Lighting Event

a. Date: Friday, December 4th, 6:00 pm

b. Location: Old /New Town Hall

c. Activities:

- Fire barrels w/ marshmallow roasting, Santa, Mrs. Claus,
- Holiday flyer (Moir G.)
- Cheryl will talk to Barbara Morash (choir)
- Hot chocolate Methodist Church and TJ Calahans (Cheryl will ask)

d. Entertainment:

- TMHS band will be asked to play songs leading into tree lighting
- Singing from High School or Ryan (drama club)
- Teresa N. will reach out to High School drama and band
- Ask David Wade (TV anchorman) read T'was the Night Before Christmas (Erin K)
- Dance Expressions Olaf, Grinch, Elsa
- Connect with Tewksbury Congregational Church (TCC) to coordinate Tree Lighting with the TCC Pie Social.

Upcoming Meeting Schedule

Next meeting: Tuesday, October 13th

Time: 7:00

Place: Tewksbury Police Department

Meeting adjourned @ 8:37 PM

List of Documents and Other Exhibits used at Meeting:

Documents and Other Exhibits used at meeting will be available for review at:

(Office)